



## **Part-Time Adult ESL/Literacy Teacher Empire State After-School Program**

### **About the Hispanic Counseling Center:**

The Hispanic Counseling Center (HCC) was established in 1977 by the Nassau County Department of Drug and Alcohol Addiction and the Nassau County Youth Board to provide substance abuse treatment services and services for children and adolescents in response to the county's growing Latino population. Over the intervening years, the agency has grown and expanded, adding programs to respond to the community's most urgent needs.

### **Empire State After-School Program Overview**

This program is designed to help high school students from Hempstead High School and their parents who have recently immigrated to the U.S from Latin America achieve academic success as well as adjust successfully to a new school environment. The students will receive academic support to help them excel in ESL, Literacy, and Math. The parents will receive ESL/Literacy classes to help them be able to speak confidently on their child's behalf within the school system. In addition, both the students and the parents will be able to participate in support groups.

### **Job Summary:**

The **Part-Time Adult ESL/Literacy Teacher** will provide instruction and develop lesson plans considering each student's needs to ensure they acquire English language speaking, listening, reading, and writing skills that will enable parents of Hempstead High School speak confidently on their child's behalf within the school system. The Adult ESL/Literacy teacher will also provide small group activities, administer pre and post assessments, and track each student's progress as well as attendance.

### **Job Responsibilities and Duties:**

- Provide ESL/Literacy instruction to Parents of Hempstead High School.
- Develop lesson plans and supplementary materials to teach content, skills, and vocabulary
- Provide interactive and meaningful learning material to students and maintain a positive learning environment for active participation of students
- Assign HW assignments and provide a pre and post assessment to measure the student's growth and progress
- Reinforce study and organization skills
- Closely monitor student attendance and remind students to attend class sessions
- Teacher will build and maintain positive relationships with the students and administrators at the assigned site.

**Job Requirements:**

- Fluency in English/Spanish Required
- Bachelor's degree (Master's Degree Preferred) in TESOL or ESL education from an accredited college or university
- Valid Certificate in TESOL or CELTA or NYS Adult ESL Education
- At least 1 year of teaching ESL to Adults necessary
- Satisfactory completion of a background check
- Excellent Oral and Written Communication
- Effective Organizational Skills and Multi-tasking Skills
- Ability to work collaboratively in a team
- Must be able to work independently
- Must have the ability to travel as needed
- Demonstrates key competencies including: initiative, teamwork, and adhere to the highest professional conduct.

**Work Schedule:**

The position would start in March. The work schedule would be Mondays and Wednesdays from 6pm to 8pm and Saturdays from 9am-10:30am and 11am-12:30pm at the Hispanic Counseling Center. The position is a year round commitment which includes working over the summers.

**Hispanic Counseling Center is an Equal Opportunity Employer. Applicants must be presently eligible to work in the United States. Please submit a Cover letter and Resume to:**

**Blanca Alvayero at [Balvayero@hispaniccounseling.org](mailto:Balvayero@hispaniccounseling.org) or Fax to: 516-538-2515 (Attn: Blanca Alvayero)**